

Project on Enhancing Sustainable Natural Resource Management Phase 2

c/o Management Board for Forestry Projects

Address: Room 601, Building #2, 16 Thuy Khue, Tay Ho, Ha Noi, Viet Nam

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TERMS OF REFERENCE

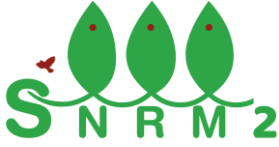
Job Title:	Provincial Coordinator		
Duty Station:	Hoa Binh City, Hoa Binh Province, Vietnam		
Expected Start Date of Assignment:	1 August 2021	Duration:	12 months (with possibility of extension)
Reports to:	Chief Technical Advisor		

GENERAL DESCRIPTION OF TASKS AND OBJECTIVES TO BE ACHIEVED

Under the overall supervision of the Chief Technical Advisor, the administrative guidance of the Administrative Coordinator, the direct technical guidance of the Sustainable Forest Management Expert, and in coordination with the government counterparts at different levels, the Provincial Coordinator will be responsible for supporting the planning, implementation, and M&E of the project activities in the province.

Specifically, the Provincial Coordinator will:

- Undertake overall project activity coordination in liaison with the Provincial Project Management Unit (PPMU) and project beneficiaries as well as the project office in Hanoi;
- Assist the project’s consultant team in implementing the activities under Output 4 (forest monitoring);
- Take a major role in implementing the activities under Output 6 (sustainable forest management) including the identification of target forest owners; capacity building of relevant stakeholders; development, implementation, and M&E of sustainable forest management (SFM) plans; and the compilation of good practices and lessons learned, together with national consultants;
- Undertake administrative, financial, and logistic work and coordination related to the operation of the provincial office and project activities in the province;
- Maintain good records of the project activities (notes, photos, videos, PR materials, and others) and organize them systematically in the project’s cloud space;
- Support JICA experts in organizing workshops, meetings, training courses, and field trips including interpretation and other necessary arrangements;
- Assist the PPMU in the planning, monitoring, and evaluation (M&E) of the project activities;
- Assist the PPMU in compiling annual project reports; and
- Perform other duties as requested.



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REQUIRED COMPETENCIES

Academic Qualifications:

- University degree in a field relevant to forestry, natural resources, environmental management, development studies, or other equivalent subjects.

Technical Competencies and Experience Requirements:

- At least five years of professional and field experiences in donor project management or other relevant fields;
- Basic understanding of the policies and institutional mechanisms related to forest management at both national and provincial levels;
- Proven ability to establish a good working relationship with government staff and development agencies/projects;
- Proven ability to work as a team with other colleagues and supervisors as well as people with different background and ethnic backgrounds;
- Professional time and work management skills and disciplines;
- Ability to undertake frequent field visits to the project pilot sites;
- Good report writing and documentation skills;
- Good administrative management skills;
- Familiarity with Microsoft Office applications and the internet applications;
- Working knowledge of written and spoken English and Vietnamese; and
- Knowledge of local minority languages, an asset.